

Local Public Health Agencies Mutual Aid Plan

PROCEDURES FOR REQUESTING MUTUAL AID ASSISTANCE

- 1) Emergency/Incident occurs and Local Public Health Agency(s) determine mutual aid is needed in jurisdiction
- 2) If local resource/aid is not sufficient and assistance from the State Mutual Aid Coordinator is needed, the requesting LPHA(s) complete page 1 of the *LPHA Mutual Aid Resource Request* form and provide as an attachment to the LPHA Status Summary Page in WebEOC located at <https://webeoc.sema.dps.mo.gov>. LPHA(s) should note in the comment field that they are requesting mutual aid through the LEOC.
- 3) Requesting LPHA(s) contact neighboring and/or other LPHAs within the region for resources/aid
- 4) Requesting LPHA(s) use the *LPHA Mutual Aid Resource Request* form when requesting resources/aid from neighboring or counties within region.
- 5) Responding LPHA(s) complete pages 2 and 3 of the *LPHA Mutual Aid Resource Request* form and submit to the Requestor Name on the *LPHA Mutual Aid Resource Request* form. **(Discuss using Mutual Aid Time Sheet Tracker form, used by Joplin City)**
- 6) Requesting LPHA(s) confirm with the Responding LPHA(s) of acceptance of mutual aid. **What is the preferred process for confirmation?**
- 7) Requesting LPHA(s) coordinates provision of any logistical needs of the Responding LPHA(s) indicated on page 3 of the *LPHA Mutual Aid Resource Request* form.
- 8) Requesting LPHA(s) should email the DHSS Emergency Response Center (ERC) at DRMS@health.mo.gov or call 573/751-5152 with notification of the mutual aid request.
- 9) The ERC will contact the State Mutual Aid Coordinator at Sheila.reed@health.mo.gov or 573/751-6170 or 573/751-2889.
- 10) State Mutual Aid Coordinator will send the completed LPHA Mutual Aid Request form to other LPHA(s) to determine willingness to respond to mutual aid request. Responding LPHA(s) complete pages 2 and 3 of the *LPHA Mutual Aid Resource Request* form and submit to the State Mutual Aid Coordinator or DRMS@health.mo.gov.
- 11) State Mutual Aid Coordinator confirms with the Responding LPHA(s) of acceptance of mutual aid.
- 12) Responding LPHA(s) are responsible for staff review of the *Personal Supply Checklist* for preparation of providing mutual aid.
- 13) State Mutual Aid Coordinator coordinates provision of any logistical needs of the Responding LPHA(s) indicated on page 3 of the *LPHA Mutual Aid Resource Request* form.
- 14) **What is the preferred communication loop from the State Mutual Aid Coordinator with LPHA(s)?**